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STATE COUNCIL OF CIVIL DEFENSE
STATE CAPITOL
HARRISBURG, PENNSYLVANIA

January 3, 1952

INFORMATION CIRCULAR NO. 17

IMMEDIATE RELEASE

STATE AND FEDERAL FUNDS FOR CIVIL DEFENSE

PART I - GENERAL INFORMATION

1. Act No. 6 of the 1951 Session of the General Assembly, approved by Governor Fine on March 19, 1951, provides all political subdivisions of the Commonwealth (counties, cities, boroughs, incorporated towns and townships) with the power to raise and expend funds for civil defense. District, county and local civil defense organizations must depend for support of their activities primarily upon funds provided by their respective county, city, borough, town and township authorities.
2. The purpose of this circular is to provide District Civil Defense Coordinators and County and Local Civil Defense Directors with essential information concerning State and federal funds currently available for civil defense.
3. The State Council of Civil Defense is dependent for discharge of its duties primarily upon funds specifically appropriated for its use by the General Assembly of the Commonwealth. Detailed information concerning the amount and use of these funds is presented below (Part II, Paragraphs 8 through 11).
4. A secondary source of funds occasionally available not only to the State Council of Civil Defense, but also to district, county and local civil defense organizations, is through allocation of federal funds to the Commonwealth by the Federal Civil Defense Administration on a dollar-for-dollar matching basis. Detailed information concerning the availability and use of these funds is also presented below (Part III, Paragraphs 12 through 14).
5. Regulations governing the disbursement of federal matching funds for civil defense are promulgated by the Federal Civil Defense Administration. Many of these regulations are both complicated and highly restrictive.
6. Representatives of the State Council of Civil Defense have made repeated attempts to have the Federal Civil Defense Administration's regulations governing matching funds both simplified and relaxed, but these efforts have met with very little success. For this reason, a major portion of this circular (Part VI, Paragraphs 25 through 37) is devoted to a digest of essential information concerning the availability and use of federal matching funds allocated to the Commonwealth for civil defense training and education. It is hoped that this summary will prove helpful to district, county and local officials.
7. District Coordinators and County and Local Civil Defense Directors can rely upon the State Council of Civil Defense to lend all possible assistance in their efforts to secure federal matching funds for use by district, county and local organizations.

PART II - COMMONWEALTH FUNDS FOR THE STATE COUNCIL

8. For the two years beginning June 1, 1951 and ending May 31, 1953, the General Assembly of the Commonwealth recently appropriated for use by the State Council of Civil Defense a total of \$4,000,000.00 (less expenditures for salaries and other essentials made against a general emergency appropriation during the period from June through December, 1951).

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1. This document contains information that is no longer relevant to the national defense and the release of this information would not be injurious to the national defense.

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9. Of the total appropriated by the General Assembly, a sum not to exceed \$1,200,000.00 is for salaries, wages, postage, printing and other necessary expenses required for the Council's basic civil defense program, including administration, operation of an aircraft observation and warning system, training of key civil defense workers, and coordination of local civil defense activities throughout the Commonwealth.

10. The remainder of the appropriation (\$2,800,000.00) is specifically designated as a reserve for use in employing temporary workers, or for rental or purchase, either outright or with federal grants-in-aid, such equipment, materials and supplies as may be required to meet actual disaster or the threat of immediate disaster. Expenditures from this reserve shall be made only upon specific allocation by the State Council of Civil Defense and approval of the Governor.

11. As previously announced (Information Circular No. 1, May 4, 1951), the Council has adopted the following general policies related to the expenditure of funds appropriated by the General Assembly:

- (a) The Council will make no cash grants to political subdivisions of the Commonwealth for use by district, county or local civil defense organizations;
- (b) Should the Council purchase, either out of State funds or through federal grants-in-aid, equipment, materials and supplies for general emergency use, all such equipment, materials and supplies shall remain the property of the Commonwealth and shall be used when, where and in such manner as responsible officials of the Council may direct regardless of place of storage; and
- (c) As a general rule, the Council will not turn over to district, county or local civil defense organizations or their members for permanent use emergency equipment, materials and supplies purchased wholly, or in part, out of State funds.

PART III - TOTAL MATCHING FUNDS ALLOCATED TO THE COMMONWEALTH

12. The Federal Civil Defense Administration to date definitely has allocated to the Commonwealth for civil defense a total of \$2,321,500.00 in federal funds, all on a dollar-for-dollar matching basis. Of this sum, \$1,979,000.00 is earmarked for "the purchase of emergency medical supplies." The remaining \$342,500.00 is for "civil defense training and education". Detailed information concerning the availability and use of these funds is presented below (Part IV, Paragraphs 15 and 16; Part V, Paragraphs 17 through 24; and Part VI, Paragraphs 25 through 37).

13. The State Council of Civil Defense has been notified that additional matching funds have been allocated to the Commonwealth for "attack warning systems, communications systems, firefighting services and rescue services." To date the Federal Civil Defense Administration has not furnished the Council with information concerning the exact purposes for which these funds may be used, but the essential facts concerning them will be passed on to District Coordinators and County and Local Directors upon receipt by the Council.

14. The State Council's policy concerning federal funds made available to the Commonwealth on a dollar-for-dollar matching basis is briefly as follows:

- (a) In the event that federal matching funds are for civil defense are allocated to the Commonwealth, the Council will utilize such portions (all or a part) of said funds as may be deemed essential to the over-all civil defense program;
- (b) Those federal allocations, or portions thereof, not required for the Council's statewide program will be made available for use by district, county and local civil defense organizations; and



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(c) Should district, county or local organizations wish to utilize matching funds made available through federal allocations, the State Council of Civil Defense will act merely as "fiscal agent" for both the Federal Government and the district, county or local organizations concerned.

Sub-paragraph (c) means simply this: Should a request for federal matching funds for use by a district, county or local organization be approved by the Federal Civil Defense Administration, the State Council will arrange for collection of the federal contribution and its transmittal to the organization concerned, or vice versa. For example, should a district, county or local organization make purchases under an approved project, the Council will collect the federal contribution (50% of the total) and turn it over to the local authorities. Likewise, should the Federal Civil Defense Administration purchase items for use by a district, county or local organization, the Council will collect the required local funds (50% of the total) and turn them over to the Federal Government. The Council will in neither case contribute to local funds to be used in matching federal funds -- the district, county and local organizations themselves must match the federal funds dollar-for-dollar.

PART IV - USE OF FEDERAL FUNDS FOR EMERGENCY MEDICAL SUPPLIES

15. The State Council of Civil Defense in July, 1951, placed a tentative order for emergency medical supplies in an amount equal to the total federal allocation for such purposes (\$1,979,000.00). Under this proposal, the Council would obtain approximately \$4,000,000.00 worth of supplies for storage in strategic areas, for use when, where and in such manner as responsible officials of the Council may direct.

16. In view of the facts stated in Paragraph 15, immediately above, it is not anticipated that federal funds presently will be available to district, county and local civil defense organizations for the purchase of emergency medical supplies. On the other hand, in the event of additional, now-unexpected allocations from the Federal Government, the present situation might radically be changed.

PART V - AVAILABILITY OF FEDERAL FUNDS FOR TRAINING AND EDUCATION

17. The State Council of Civil Defense, largely because of the highly restrictive regulations governing its use, does not plan to utilize for its own program the entire federal allocation (\$342,500.00) of funds for civil defense training and education.

18. In view of the facts set forth in Paragraph 17, immediately above, all District Civil Defense Coordinators and County and Local Civil Defense Directors are hereby officially notified that federal funds for civil defense training and education are now available to those district, county and local organizations within the Commonwealth which may desire them and which are in position to guarantee availability of the local funds required to match requested federal grants dollar-for-dollar.

19. In line with established policy, this circular is being sent only to District Civil Defense Coordinators and County Civil Defense Directors. It is the duty of said Coordinators and Directors to make known to all local Directors within their respective districts and counties the essential facts presented herein.

20. Federal funds for training and education may be used only in accordance with regulations promulgated by the Federal Civil Defense Administration. For the convenience of District Coordinators and County and Local Directors, a summary of these regulations is presented below (Part VI, Paragraphs 25 through 37).

21. The "expiration date" for matching funds for training and education originally was set for December 1, 1951. However, inability of the various states and communities fully to comply with federal regulations governing disbursement of the funds resulted in postponement of the closing date for applications to February 1, 1952. Furthermore, in view of the unusual lateness of appropriate action by the Commonwealth's General Assembly and consequent uncertainty as to the exact scope of the Council's civil defense program, the State Council has requested further postponement of the closing date for Pennsylvania applications. There is reason to believe that this request will be granted, but to assure availability of the federal funds, all district, county and local civil defense organizations desiring to apply for federal grants-in-aid for training and education should file preliminary applications covering their requests with the State Council of Civil Defense at Harrisburg prior to January 21, 1952. These proposals must be prepared in accordance with the federal regulations summarized below (Part VI, Paragraphs 25 through 37).

22. District, county and local defense organizations contemplating requests for matching funds for training and education are advised to give due consideration to the facts presented in the two following paragraphs (23 and 24).

23. Now that funds for the purpose have been appropriated by the General Assembly, the State Council will greatly expand its training activities. To supplement federal information booklets and technical manuals, the Council will prepare and distribute free to all civil defense organizations within the Commonwealth training manuals and other educational materials specially prepared for use in Pennsylvania. (Mimeographed copies of the Council's manual "Civil Defense for Schools" will be sent to District Coordinators and County Directors for criticism and review within the next week. Immediately thereafter the booklet will be sent to the printer and copies will be distributed throughout the State School System by the Department of Public Instruction.) Similarly, the Council, also without charge, will make available to district, county and local organizations an adequate supply of accurate and up-to-date education and training films, some specially prepared by the Council. (The first of the latter, "Biological Warfare Defense for Stockmen and Farmers", will be distributed immediately following its initial showing at the State Farm Show during the week of January 14, 1952.) Finally, the Council plans prior to April 1, 1952 to have in operation both formal and informal schools for wardens, control center workers and other key civil defense personnel. In the meanwhile, the Council is exploring the possibility of paying the expenses of key Pennsylvania civil defense workers who may wish to enroll in the two-week course of instruction offered at the Federal Civil Defense Administration's Technical Training School at Ogontz, Montgomery County, Pennsylvania. This school is scheduled to open the latter part of January 1952.

24. In view of the magnitude of tentative federal allocations of matching funds for "attack warning systems, communications systems, fire-fighting services and rescue services", it is anticipated that portions of these funds will be made available for use by district, county and local civil defense organizations. Because most organizations have limited budgets, Coordinators and Directors should bear in mind the fact that through use of these particular allocations it may be possible to purchase, with matching funds, types of equipment which can be used not only for training, but also for actual defense operations.

PART VI - REGULATIONS GOVERNING FEDERAL FUNDS FOR TRAINING AND EDUCATION

25. The information contained in the following ten paragraphs (26 through 35) has been abstracted from more than 100 pages of material contained in Advisory Bulletin No. 38, Supplement No. 1, and Advisory Bulletin No. 68, addressed to State Civil Defense Directors by the Federal Civil Defense Administration. If requested, the State Council will endeavor to secure copies of these bulletins for Coordinators and Directors who may desire them for use in preparing requests for matching funds for training and education.

26. Federal expenditures from matching funds for training and education are limited to the purchase of materials, equipment and facilities of the general types listed in the six paragraphs (27 through 32) immediately following. (Indicated prices represent total estimated cost of equipment, materials and facilities of "approved" types, of which 50% will be paid by the Federal Government.) Such funds may not be used for the payment of instructors or other personnel, for administrative purposes, or for items of personal equipment for district, county or local workers.

27. Equipment for use in attack warning and communications training includes among other items: Radio receivers (\$275.00) radio transmitters (\$300.00 and \$400.00), mobile radio transmitters-and-receivers combinations (\$450.00 and \$600.00), Army field type telephones (\$80.00), wire and related equipment (at various prices).

28. Equipment, materials and supplies for use in training in medical and health services and in defense against special weapons include among many other items: Bandages, paper blankets, record books, drugs, dressings, litters, pins, instruments, splints, sponges, tourniquets, blood transfusion and typing equipment, and radiological survey instruments. (Most items range from a few cents to several dollars in cost, with litters at \$21.20 and radiological survey meters at \$135.00 and \$160.00, each. The last mentioned items may also be obtained by loan from the U.S. Atomic Energy Commission through the State Council without charge).

29. Equipment and facilities for rescue training include: Sets of 119 rescue tools -- "breathers", cable, axes, torches, etc. (\$3,822.35), rescue truck -- complete with tools (\$13,500.00), and facilities for establishment of local training center -- complete with class building, model rescue street, etc. (\$429,000.00).

30. Equipment for use in establishing local training centers includes along with other items: Magnetic blackboard (\$160.00), bulletin board (\$70.00), recording and reproduction machine (\$100.00), motion picture projector (\$340.00), slide projector (\$90.00) and film strip projector (\$60.00).

31. Equipment for transportation training includes among other items: Control center map (\$100.00) and control boards for air, rail and water transportation (\$200.00 each).

32. Equipment for warden training includes principally fire extinguishers, such as the hand pump (\$15.33) and back pack (\$12.40) types.

33. Equipment, materials and facilities purchased with federal matching funds "will be controlled in accordance with accepted or prescribed methods of accounting, identification and administrative responsibility", even though possessed in the name of the district, county or local civil defense organization concerned. The Federal Civil Defense Administrator or his representatives shall have access to such equipment, materials and facilities at all reasonable times for purposes of inspection. The Administrator or his representatives shall also have access to those books and records of the possessor organization which relate to such equipment, materials and supplies.

34. In the event equipment, materials and facilities purchased with matching funds are sold, the possessor organization will remit to the Federal Civil Defense Administration, or credit the Administration with, "a percentage of the selling price or trade-in allowance equal to the percentage of the federal contribution toward the original purchase and transportation costs thereof."

35. Examples of some of the types of training courses for which equipment, materials and facilities may be purchased with matching funds are:

- (a) A basic training course for all civil defense workers, designed to provide a "foundation" for specialized forms of civil defense work;
- (b) A rescue course for rescue workers;
- (c) Specialized medical training courses, such as operation of emergency hospitals, operation of blood banks, medical aspects of defense against radiological, chemical and biological warfare, and organization and operation of district, county and local health services;
- (d) Specific projects for training individuals and families in self-protection;
- (e) Special training courses for communications and control center workers;
- (f) Training of workers assigned to supervision of transportation operations; and
- (g) Specialized training of wardens, especially as related to firefighting in the home.

Many other types of courses designed to provide specialized training of civil defense also may meet the prescribed federal regulations.

36. Preliminary applications for federal matching funds for use in the purchase of training and education equipment, materials and facilities should be submitted in triplicate and consist of:

- (a) A "project proposal statement", including a brief description of the proposed project; estimate of number of individuals to be trained; statement of the number of qualified instructors available (indicate whether paid or volunteer); summary of equipment, materials and facilities now available for use; and an outline of proposed curriculum and methods of instruction; and
- (b) An itemized list, together with estimated cost figures for each, of the equipment, materials and facilities to be purchased with matching funds.

Those district, county and local organizations submitting preliminary applications which the State Council considers eligible for federal approval will be furnished the federal forms required for completion of the formal application and its transmittal to the Federal Civil Defense Administration. (Unless examination of the preliminary applications indicates that they will be finally approved by the Federal Civil Defense Administration, the Council considers it unreasonable to ask district, county and local organizations to fill out the various federal forms required for formal submission of the applications to the Federal Government.)

37. Should the total request for matching funds for training and education equipment, materials and facilities (including those required by the State Council for the statewide program together with those submitted by district, county and local organizations) exceed the total training and education funds allocated to the Commonwealth by the Federal Civil Defense Administration, the State Council will apply for additional funds which may become available through reallocation of unused funds returned by other states. In the event that the request for supplemental funds cannot be granted; the State Council will reduce its own requests and/or those filed by district, county and local organizations to the minimum necessary extent and in a manner deemed to be least detrimental to the over-all civil defense program within the Commonwealth.

Richard Gerstell

Richard Gerstell
Director of Civil Defense

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